

# DIRECTIVE

## WORKFORCE INVESTMENT ACT

Number: WIAD05-7

Date: October 7, 2005

CWIB/69:141:jw:9449

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: HIGH CONCENTRATION OF ELIGIBLE YOUTH ADDITIONAL  
ASSISTANCE

### EXECUTIVE SUMMARY:

#### **Purpose:**

The purpose of this directive is to publish the California Workforce Investment Board's (State Board) current policy and procedures for Local Workforce Investment Areas (local areas) that are eligible to apply for High Concentration of Eligible Youth awards for State Fiscal Year (SFY) 2004–05 and 2005–06.

#### **Scope:**

This directive applies to all local areas eligible to receive additional assistance and communicates procedures for award application.

#### **Effective Date:**

This directive is effective on release.

### REFERENCES:

- Workforce Investment Act Sections 101(13), (25), and 129(b)(2)(C)
- Title 20 Code of Federal Regulations Section 664.200

### STATE-IMPOSED REQUIREMENTS:

This directive contains only State-imposed requirements.

### FILING INSTRUCTIONS:

This directive supersedes WIA Directive WIAD04-1, dated July 21, 2004 and finalizes WIA Draft Directive WIADD-106, issued for comment on September 14, 2005. Retain this directive until further notice.

## **BACKGROUND:**

Section 129(b)(2)(C) of WIA requires states to provide additional assistance to local areas that have high concentrations of eligible youth. The State is providing WIA 15 percent funding to assist the local areas in increasing the number of youth receiving WIA services.

In December 2004, the State Youth Council directed the State Initiative Work Group (SIWG) to develop criteria for awarding the High Concentrations of WIA Eligible Youth funds for SFY 2004–05 and 2005–06. The criteria developed by the SIWG were based on the SFY 2003–04 selection process and the new guidelines provided in the Department of Labor (DOL) Youth Vision. In developing those award criteria, the SIWG focused on meeting the intent of the law, targeting the hardest to serve youth, and leveraging other non-WIA resources. The group identified five priority areas based on the DOL Youth Vision and the Governor's priority of advancing workers with barriers to employment. Moreover, because the DOL's Employment and Training Administration planning guidance emphasizes services to the neediest youth, which includes youth with disabilities, the SIWG decided to include this population in the funding guidelines. The inclusion of youth with disabilities also supports the goals of the State Board's grant, "Improving Transition Outcomes for Youth with Disabilities," awarded by the DOL Office of Disability Employment Policy.

The WIA Section 129(c) specifies the activities that must be carried out using WIA 15 Percent High Concentrations of Eligible Youth funds. These activities include assessment of the academic level, skill level, and service needs including a review of basic skill deficiencies and supportive service needs. Additionally, remedial activities to address basic skill deficiencies, which include language barriers, may be a part of the service strategy for youth.

The process for distributing funds was changed slightly from last year. The ten local areas with the highest concentration of eligible youth had to submit an application showing how they would spend their funds. In addition to allowing the previously funded ten local areas to apply, the SIWG also recommended providing an opportunity for other local areas with high concentrations of eligible youth above the statewide average of 23.6 percent the opportunity to apply for funding.

## **POLICY AND PROCEDURES:**

The following criteria were developed and approved by the State Board for an application process to distribute funds to the local areas having the highest concentration of WIA eligible youth:

1. A local area having a high concentration of WIA eligible youth defined as a ratio of eligible youth to all youth that is above the State average of 23.6 percent are eligible to submit a request for funding. Twenty-seven local areas meet this requirement. *Attachment 1* is the High Concentration list for all local areas based on 2000 census data.

2. Each local area above the 23.6 percent state average may submit an application for funds. The minimum amount of funding to be awarded is \$37,000. A maximum of \$75,000 could be awarded depending on the number of applications received.
3. The application must match the requested amount using a match of one dollar of non-WIA funds for each three dollars of High Concentration grant funds. In-kind may not be used to satisfy the match requirement.
4. The local area must select one priority area of focus from the following list:
  - Foster Youth
  - Youth Offender
  - Youth with Disability
  - Migrant and Seasonal Farm Worker Youth
  - Youth of Incarcerated Parents
5. The local area must develop a plan and budget to reflect a projected increase in the number of WIA eligible youth to be served and the specific services to be provided as described in the WIA Section 129(c).
6. The local area must meet WIA expenditure and performance requirements which includes, the 30 percent out-of-school youth expenditure requirement, 2 out of 3 younger youth performance measures, and 3 out of 4 older youth performance measures.
7. The High Concentration proposal may not be used to supplement or leverage funds of any other 15% project.

All local areas above the statewide average that meet the above criteria may apply for the High Concentration funds. To apply for funding, the local area must submit the following information:

1. A description of the proposed area of focus and activities or services that will be used to address the documented unmet need within the geographical area served. The application must reflect a projected increase in the number of WIA eligible youth to be served and the services to be provided as described in WIA Section 129(c).
2. The proposed outcomes and specify the increase in the number of youth to be served based on the number of youth served in the 2003–04 SFY.
3. A timeline for completing activities and project outcomes. Timelines should cover the contracted period that covers November 1, 2005 through December 31, 2006.
4. A budget detail and budget summary. Include all associated costs for this project/service. Ensure that the matching funds requirement is clearly outlined in the Budget Detail.

5. The application should be typed, double-spaced, 12 point Times New Roman Font. *Attachment 2* is a sample budget page for your reference.

**ACTION:**

Bring this directive to the attention of appropriate staff. **Submit the application no later than 5:00 p.m. (Pacific Standard Time) on October 21, 2005, to:**

Mail or Hand Deliver:        ATTN: High Concentration of Eligible Youth  
   California Workforce Investment Board  
   777 12th Street, Suite 200  
   Sacramento, CA 95814

**Applications will not be accepted via fax. Request for exceptions to these conditions will not be considered.**

**INQUIRIES:**

If you have any questions, please contact Margaret Mack at [mmack@cwib.ca.gov](mailto:mmack@cwib.ca.gov) or (916) 324-3258.

/S/ BOB HERMSMEIER  
Chief  
Workforce Investment Division

Attachments

## High Concentration List Based on 2000 Census Data

Local Areas	Total Youth Population 14 to 21 Years Unrounded	Economically Disadvantaged Youth 14 to 21 Years Unrounded	Disadvantaged as Percent of Total Youth Population "Concentration"	Rank Among LWIA <small>[Highest percent is Rank #1]</small>
SAN BERNARDINO CITY	24,600	9,120	37.1%	1
LONG BEACH CITY	53,550	19,435	36.3%	2
TULARE COUNTY	50,780	17,760	35.0%	3
LOS ANGELES CITY	410,475	139,870	34.1%	4
MERCED COUNTY	28,365	9,575	33.8%	5
FRESNO COUNTY	107,935	36,355	33.7%	6
IMPERIAL COUNTY	19,100	6,140	32.1%	7
OAKLAND CITY	40,405	12,955	32.1%	8
MADERA COUNTY	15,400	4,710	30.6%	9
KERN-INYO-MONO COUNTIES	88,160	26,895	30.5%	10
SANTA BARBARA COUNTY	55,480	16,900	30.5%	11
SANTA ANA CITY	45,285	13,740	30.3%	12
KINGS COUNTY	16,235	4,755	29.3%	13
SAN JOAQUIN COUNTY	73,585	21,470	29.2%	14
NORTEC CONSORTIUM	70,925	20,005	28.2%	15
N. CENTRAL COUNTIES CONSORTIUM	28,685	7,900	27.5%	16
YOLO COUNTY	29,180	7,870	27.0%	17
HUMBOLDT COUNTY	16,195	4,275	26.4%	18
RICHMOND CITY	10,395	2,670	25.7%	19
MOTHER LODE CONSORTIUM	15,370	3,945	25.7%	20
MENDOCINO COUNTY	10,125	2,555	25.2%	21
SANTA CRUZ COUNTY	32,445	8,170	25.2%	22
LOS ANGELES COUNTY	446,625	110,535	24.7%	23
SAN LUIS OBISPO COUNTY	36,200	8,820	24.4%	24
SOUTH BAY CONSORTIUM	39,245	9,515	24.2%	25
STANISLAUS COUNTY	57,585	13,880	24.1%	26
MONTEREY COUNTY	49,190	11,785	24.0%	27
<b>STATE</b>	<b>3,866,445</b>	<b>914,215</b>	<b>23.6%</b>	
SACRAMENTO COUNTY	135,825	31,050	22.9%	28
RIVERSIDE COUNTY	185,540	41,345	22.3%	29
SAN DIEGO COUNTY	330,380	70,160	21.2%	30
ANAHEIM CITY	36,495	7,700	21.1%	31
SAN FRANCISCO CITY & COUNTY	54,395	11,420	21.0%	32
SAN BERNARDINO COUNTY	196,205	40,970	20.9%	33
FOOTHILL CONSORTIUM	26,785	5,430	20.3%	34
VERDUGO CONSORTIUM	30,215	5,980	19.8%	35
NAPA COUNTY	12,995	2,330	17.9%	36
SAN BENITO COUNTY	6,135	1,085	17.7%	37
SOUTHEAST L.A. COUNTY CONSORTIUM	52,990	9,335	17.6%	38
VENTURA COUNTY	85,580	14,515	17.0%	39
SAN JOSE/SILICON VALLEY	128,615	21,465	16.7%	40
ORANGE COUNTY	221,895	34,700	15.6%	41
ALAMEDA COUNTY	107,295	16,295	15.2%	42
SONOMA COUNTY	50,995	7,655	15.0%	43
SOLANO COUNTY	45,845	6,425	14.0%	44
MARIN COUNTY	18,340	2,315	12.6%	45
N. SANTA CLARA VALLEY (NOVA) CONSORTIUM	41,400	5,215	12.6%	46
CONTRA COSTA COUNTY	85,850	10,610	12.4%	47
CARSON-LOMITA-TORRANCE CITIES	24,940	2,995	12.0%	48
SAN MATEO COUNTY	63,500	7,485	11.8%	49
GOLDEN SIERRA	52,710	6,130	11.6%	50

## SAMPLE BUDGET SUMMARY

<b>Applicant Name:</b>		
<b>Special Project Title:</b>		
<b>Term:</b> October 1, 2005, through September 30, 2006		
<b>I. Budget Detail</b>		<b>Planned Expenditures</b>
A. Staff Salaries		
B. Number of full-time equivalents		
C. Staff Benefits		
D. Staff Benefit Rate (percent)	%	
E. Staff Travel		
F. Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, etc.)		
G. Equipment (not permitted)		
H. Contractual Services (attach specifications)		
I. Indirect Costs		
J. Indirect Cost Rate (percent)*	%	
*Name of Cognizant Agency:		
K. Other (describe):		
L. Match (describe):		
<b>II. Quarterly Expenditure Plan</b>		<b>Cumulative Expenditures</b>
A. 12/2005		
B. 03/2006		
C. 06/2006		
D. 09/2006		

[Form in MS Word](#)